

**CA-PMM****Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 6/4/09**Status Report****Progress Report -- Team Member to Project Manager****Current Task Summary**

<b>Task or Deliverable</b>	<b>Scheduled Completion Date</b>	<b>Actual Completion Date</b>	<b>Issues?</b>
Release of Request For Proposal (RFP).	6/11/08	12/4/09	Change of project strategy.
Contract Approval	7/1/09	6/3/11	Complex solutions based.
CMS implementation.	6/4/12	6/4/14	Unknown CMS solution due to
<b>Accomplished this week</b>			
CMS acquisition team and Caltrans IT PMO met with the OCIO liaison on 6/4/09 and received verbal direction from the OCIO to revise the project strategy to a solutions-based procurement process. This is a major deviation from the custom development strategy that was previously proposed in the draft SPR submitted to the OCIO since February 2009.			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
Consistent with the direction from the OCIO, the CMS team will develop an abbreviated Special Project Report (SPR) and a revised project schedule that will reflect the change of project direction to a solutions-based procurement strategy. The CMS team will also work through the OCIO to seek confirmation from DOF that redistribution of existing FY 09-10 funding to later years will be allowed by the DOF.			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?	No	Delay due the change of project strategy and the OCIO reversal of earlier conceptual approval of custom	
Are there any planned tasks that won't be completed?	No	See above	
Are there problems which affect your ability to accomplish assigned tasks?	Yes	See above	
Do you plan to take time off that is not currently scheduled?	Yes	Vacation 8/3/09 - 8/10/09. Someone will be acting.	

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### Status of Assigned Issues

Issue Number	Description	Due Date	Status
1	FY 2009-10 Finance Letter (FL)	2/13/09	DOF denied the FL.
2	FY 2010-11 Budget Change Proposal (BCP) due to DOF	9/14/09	Under development.

### Status Report – Project Manager to Sponsor

#### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Change of project strategy.	Delay of RFP release.	Need to revise SPR and RFP.
2. Were any key milestones or deliverables rescheduled?	Yes	Change of project strategy.	Delay of RFP and Contract Approval.	Revise SPR and redistribute existing funds
3. Was work done that was not planned?	Yes	Change of project strategy.	Rework of RFP, evaluation criteria, and ITPP.	Revise RFP, evaluation criteria, and ITPP.
4. Were there any changes to scope?	No	Proposed scope reduction has been	Possible funding shortfall to deliver full scope.	May need to cut scope to reduce project cost.
5. Were tasks added that were not originally estimated?	Yes	Added tasks for State DOT survey,	Delay of project schedule, and added costs for	Revise SPR to address schedule delay and added
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Change of project strategy.	Delay of RFP and Contract Approval.	Delay impacted tasks.
8. Are there any new major issues?	Yes	Denial of FY 2009-10 Finance Letter	Possible funding shortfall due to lapsing of FY 09-10	Redistribution of existing funding via a BCP, will
9. Are there any staffing problems?	Yes	Due to change of procurement	Acquisition specialist and IV&V consultants may not	Reliance on back-up staff who may be less

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### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Rework of SPR, RFP, evaluation criteria, and ITPP.	Concurrent revision and review of critical deliverables.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	SPR, BCP, RFP, Contract Award.	Concurrent revision and review of critical deliverables.
3. Is there any unplanned work that needs to be done?	Yes	Rework of SPR, RFP, ITPP and change of procurement process will delay the	Get early buy-in from the OCIO as the RFP is being developed.
4. Are there any expected or recommended changes to scope?	Yes	Scope reduction to reduce cost or business requirements.	Reduce business requirements to accommodate COTS or ASP
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	RFP release, bidders' conference, contract award.	Concurrent revision and review of critical deliverables.
8. Are any major new issues foreseeable?	Yes	If BCP is rejected by DOF, project will have critical funding shortfall.	Work through OCIO to get DOF confirmation that redistribution of FY
9. Are any staffing problems anticipated?	Yes	Acquisition specialist and IV&V consultants may not be available when	Reliance on back-up staff who may be less knowledgeable and not familiar

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Prepared and submitted responses to OCIO's questions in early April to address concerns about the proposed custom solution strategy; Evaluated impact to project scope, schedule and budget due to the denial of FY 2009-10 FL; Developed FY 2010-11 Budget Change Proposal (BCP) concept paper to address the funding shortfall previously identified in the FY 2009-10 FL; Held Project Advisory Committee meeting on 4/22/09; and Updated project plans.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
RFP Release	6/11/08	12/4/09	Delayed	Change of procurement strategy will delay the	
Contract Approval	7/1/09	6/3/11	Delayed	Change of procurement strategy will delay the	
Implementation	6/4/12	6/4/14	Delayed	Change of procurement strategy will delay the	

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		y		
Milestones		y		
Deliverables	y			
Resources	y			
OneTime Cost	y			
Continuing Cost	y			

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### Status Reports – Sponsor to Steering Committee

#### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
RFP Release	6/11/08	12/4/09	Delayed	Change of procurement strategy will delay the	
Contract Approval	7/1/09	6/3/11	Delayed	Change of procurement strategy will delay the	
Implementation	6/4/12	6/4/14	Delayed	Change of procurement strategy will delay the	

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		y		
Milestones		y		
Deliverables	y			
Resources	y			
One Time Cost	y			
Continuing Cost	y			

**CA-PMM****Project Name:** Construction Management System (CMS)**OCIO Project #:** 2660-415**Department:** Transportation**Revision Date:** 6/4/09**Status Report****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	
	Partially engaged	1	
	Inadequate enagement	2	
8. Strategy Alignment	Strong alignment	0	
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	
	Moderately Effective	1	
	Ineffective	2	
Total			0

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

## Vendor Viability Rating Rationale